

**VACANCY ANNOUNCEMENT
TOBYHANNA ARMY DEPOT
TOBYHANNA, PENNSYLVANIA 18466-5077**

TYPE OF VACANCY:	Non-Appropriated Fund Vacancy
FILING DATE:	OPEN CONTINUOUSLY
JOB TITLE, SERIES AND GRADE:	BARTENDER, NA-7405-03
STARTING RATE:	\$9.27 per hour
LOCATION:	Tobyhanna Army Depot The Landing
AREA OF CONSIDERATION:	All Nonappropriated Fund Activities and Outside Sources
TYPE OF APPOINTMENT:	Flexible
DUTY SCHEDULE:	Unscheduled (No basic workweek)

STANDARD REQUIREMENTS: **Direct Deposit Is Required.** As a condition of employment, candidates appointed, competitively promoted, or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

NOTICE: IN ACCORDANCE WITH ARMY REGULATION 215-3, APPLICANTS MUST PRESENT THEIR SOCIAL SECURITY CARD TO THE NAF HUMAN RESOURCES OFFICE BEFORE THEY CAN BE APPOINTED. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DENIAL OF EMPLOYMENT.

NOTE: THIS ANNOUNCEMENT CANCELS PREVIOUS ANNOUNCEMENT DATED APRIL 2002. ALL APPLICANTS WHO HAVE REQUESTED CONSIDERATION UNDER THAT ANNOUNCEMENT MUST RE-APPLY.

SUMMARY OF DUTIES: Sets up bar for operation, obtains cash bank and stocks service bar. Prepares a limited variety of alcoholic drinks using a premix and serves to patrons or waiter/waitress. Records sales and makes change or prepares charge sales slips. Keeps bar and work area clean and sanitary. Assures an adequate stock level is maintained to meet operations. Performs other duties as assigned.

SPECIAL CONDITIONS OF EMPLOYMENT:

All required background checks IAW current AR 215-3 and related regulations. A satisfactory Local Agency Check (LAC) will be required. A health assessment is required for physical suitability.

QUALIFICATION REQUIREMENTS: Candidates must meet local/state age requirements for the serving of alcoholic at the time of appointment. Be able to lift and carry weights up to 20 pounds. Posses math skills necessary to calculate patron bills and take inventory. Skill in mixing and serving alcoholic and nonalcoholic beverages.

HOW TO APPLY: Submit completed DA Form 3433 (Optional Application for Non-appropriated Fund Employment) or resume. All applicants must complete a DA Form 3433-1 (Supplement Employment Application Form) as a condition of employment. If you have PRIOR MILITARY, a copy of your DD-214 must be attached. Disabled Veterans claiming preference must file proof of disability dated within the last six months. If exercising MILITARY SPOUSE PREFERENCE, proper forms requesting preference must accompany application. Refusal by a spouse to participate in established recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is a basis for termination of SPOUSE EMPLOYMENT PREFERENCE entitlement for the current PCS of the sponsor. Information and forms are available at: **TOBYHANNA ARMY DEPOT, CIVILIAN PERSONNEL ADVISORY CENTER, Attn: PECP-NER-T/R (NAF), 11 HAP ARNOLD BOULEVARD, TOBYHANNA, PA 18466-5077**. The Job Information Desk is open Monday through Friday from 12:30 p.m. until 3:00 p.m.

EMPLOYMENT PREFERENCE: (1) Military Spouses; (2) Involuntary Separated Military Members/Family Members; (3) Current or Former NAF Employees; (4) Outside Applicants, Veterans; (5) Outside Applicants – Non-Veterans.

Spouse Employment Preference (SEP): Family spousal preference will be afforded to those persons whose husband/wife is an active duty member of the Armed Forces. Eligibility for this preference will be verified by the spouse's PCS (Permanent Change of Station) orders. Applicants must meet minimum qualification requirements for the position. Persons who feel that they meet the requirements for spousal preference can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

Involuntarily Separated Military (ISM): Members of the Armed Services who are involuntarily separated, and their family members can claim preference for positions at grade levels NF-03 and below and for NA, NL, or NS positions.

DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL OFFICE. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE-BY-CASE BASIS.

For additional information, please contact the undersigned at (570) 895-7293.

Donna Rymond
Human Resources Assistant